

ASSIGNMENT 1

Textbook Assignment: "Introduction," chapter 1, pages 1-1 through 1-7; "Supervision and Training," chapter 3, pages 3-1 through 3-9.

1-1. As you advance in your rating, more and more of your work affects the work of personnel outside your own area; Therefore you must pay more attention to the "big picture" of total operation and capability.

1. True
2. False

1-2. Your ability to lead your personnel will depend upon which of the following factors?

1. Your technical competence
2. Your sense of responsibility
3. Your ability to communicate
4. All of the above

1-3. You can find generalized information on your responsibilities as a supervisor in which of the following books?

1. Military requirements books
2. PQS manuals
3. Technical manuals

1-4. You should be able to provide each person in your division with detailed information on material to study for advancement. To obtain this information, which of the following publication(s) should you consult?

1. Advancement handbook for your rating
2. Manual of Qualifications for Advancement
3. Guide for Enlisted Classification
4. Shipboard training manuals

1-5. Electronics personnel learn technical skills in schools; however, they will need additional training for which of the following reasons?

1. The equipment may be new to them
2. A team spirit of cooperation may need to be reinforced
3. There may be gaps in their knowledge and skills
4. Each of the above

IN ANSWERING QUESTIONS 1-6 THROUGH 1-8, SELECT THE PUBLICATION(S) FROM COLUMN B THAT CONTAIN(S) THE INFORMATION LISTED IN COLUMN A. NOT ALL RESPONSES IN COLUMN B ARE USED.

	<u>A. INFORMATION</u>	<u>B PUBLICATIONS</u>
1-6.	Introductory electronics theory arranged by specific subjects	1. <i>Occupational Standards Manual</i> 2. The Navy Electricity and Electronics Training (NEETS)
1-7.	Reference data, EMI reduction, etc.	3. <i>Tools and their Uses</i> 4. The EIMB
1-8.	Minimum requirements for advancement to each rate	

1-9. Which of the following standards pertain to overall effectiveness and military requirements?

1. Occupational standards
2. Naval standards
3. Personnel qualification standards
4. Equipment standards

IN ANSWERING QUESTIONS 1-10 AND 1-11, SELECT THE RESULT FROM COLUMN B THAT MAY BE CAUSED BY THE SUPERVISORY FAULT LISTED IN COLUMN A. NOT ALL THE RESPONSES IN COLUMN B ARE USED.

<u>A. FAULTS</u>		<u>B. RESULTS</u>
1-10.	Sloppy use of technical terms	1. New equipment will have design problem
1-11.	Failure to keep up with new developments	2. Personnel will be confused
		3. Personnel will lack knowledge of policy and technical changes
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1-12.	Which of the following standards are rating specific and used to develop training manuals and rating advancement exams?	
	1. Occupational standards	
	2. Naval standards	
	3. Personnel qualification standards	
	4. Equipment standards	
1-13.	As supervisor you may be assigned specific duties concerning your division PQS program. Which of the following duties would you NOT be assigned?	
	1. Recommending final qualification to the department head	
	2. Physically documenting PQS accomplishment on Page Four of personnel records	
	3. Recommending assignment of division qualification petty officers to the department head	
	4. Supervising divisional PQS	

QUESTIONS 1-14 THROUGH 1-62 PERTAIN TO CHAPTER 3.

- 1-14. As an ET1, you will spend more time working in which of the following areas?
1. Maintaining radar equipment
 2. Ensuring that the shop is running smoothly
 3. Maintaining ship's computers
 4. Operating distribution, patching, and switching systems
- 1-15. As a senior petty officer, you will be called upon frequently for which of the following reasons?
1. Your technical opinion
 2. Your leadership
 3. Your sense of personal responsibility
 4. All of the above
- 1-16. The ET1 and ETC have which of the following responsibilities?
1. Satisfying the needs of "users"
 2. Keeping upper management informed of equipment status
 3. Both 1 and 2 above
- 1-17. Which of the following tasks would most likely be the responsibility of the ET supervisor?
1. Designing a communications processing installation
 2. Developing an interim method or procedure to check out a new piece of equipment
 3. Training subordinates in the use of the new interim maintenance method or procedure
 4. Both 2 and 3 above

1-18. As a shop supervisor or work center supervisor, your primary job will be to ensure which of the following actions occurs?

1. Your personnel get equal liberty
2. Your center functions smoothly
3. Your tech manuals and other pubs are kept current
4. Your maintenance reports are done promptly and correctly

1-19. Requirements that must be met by a shop supervisor and shop maintenance personnel are of which of the following types?

1. Technical only
2. Military only
3. Military and technical
4. Commercial and technical

1-20. Which of the following goals should an ET shop supervisor pursue?

1. Increased productivity
2. Reduced maintenance costs
3. Obtaining accurate maintenance information
4. All of the above

1-21. Which of the following effects, if any, has the growth of electronic and computer technology had on the job of the ET maintenance supervisor?

1. It has made the job of the ET maintenance supervisor easier
2. It has often turned the job of the ET maintenance supervisor into an overwhelming problem
3. None

1-22. Which of the following statements describe(s) the prime objective of ET maintenance supervisors?

1. They must maintain their equipment no matter what the material costs
2. They must maintain their equipment through a sound maintenance management program
3. They must ensure that their personnel are productive
4. All of the above

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- A. Getting the right person on the job at the right time
- B. Using and storing materials economically
- C. Preventing accidents and controlling hazards and hazardous materials
- D. Keeping morale high
- E. Maintaining the quality and quantity of work
- F. Keeping records and preparing reports
- G. Maintaining discipline
- H. Planning and scheduling work
- I. Training personnel
- J. Procuring the supplies and equipment to perform the work
- K. Inspecting, caring for, and preserving equipment
- L. Giving orders and directions
- M. Maintaining liaison with other units
- N. Checking and inspecting jobs and personnel
- O. Promoting teamwork
- P. Maintaining good housework on the job
- Q. Keeping maintenance operation running smoothly and efficiently

IN ANSWERING QUESTIONS 1-23 THROUGH 1-27.
REFER TO FIGURE 1A.

1-23. Which of the following duties or responsibilities are production oriented?

- 1. A, C, D, H
- 2. A, E, H, J
- 3. B, C, G, I
- 4. K, M, O, P

1-24. Which of the following duties or responsibilities pertain to the development of cooperation?

- 1. D, I
- 2. J, L
- 3. M, O
- 4. J, Q

1-25. Which of the following duties and responsibilities are associated with the safety, health, and physical welfare of subordinates?

- 1. C, P
- 2. A, D
- 3. J, P
- 4. G, L

1-26. Which duties and responsibilities pertain to the training and development of subordinates?

- 1. A, D
- 2. D, E
- 3. G, I
- 4. A, I

1-27. Which duties and responsibilities are purely administrative in nature?

- 1. F, G
- 2. F, H
- 3. H, I
- 4. H, L

Figure 1A.--Typical duties and responsibilities of an ET maintenance shop supervisor.

- 1-28. Which of the following questions does the ET maintenance supervisor face during weekly work activities?
1. Will future system demands affect present resources
 2. Are user complaints justified
 3. Is in-house training adequate
 4. All of the above
- 1-29. To ensure that work is done properly and on time, the supervisor must take which of the following steps?
1. Organize the work
 2. Delegate as much authority as is feasible, yet retain the overall responsibility
 3. Control the work
 4. All of the above
- 1-30. When should safety be incorporated into a work plan?
1. As soon as an unsafe procedure is noticed
 2. When it is directed by the maintenance officer
 3. When the work plan is in its initial stage
 4. As soon as a minor injury occurs
- 1-31. A supervisor must develop cooperation with which of the following personnel?
1. Members of his or her own unit
 2. Management personnel, such as the department head
 3. Supervisors on other ships or in other departments, divisions, or work groups
 4. All of the above
- 1-32. The greatest measure of a supervisor's value to the organization is usually revealed by which of the following conditions?
1. The number of training programs the supervisor sponsors
 2. The morale of the group
 3. The reduction in lost-time accidents
 4. The development achieved by the personnel under the supervisor's direction
- 1-33. Which of the following actions must a supervisor take to be successful in the job?
1. Emphasize training as the most important factor in achieving creditable production record
 2. Place the proper emphasis on each of his or her responsibilities
 3. Stress safety as the most important factor in the job
 4. Allot the major portion of time to personnel matters
- 1-34. As a shop supervisor, what is your first responsibility to users?
1. To ensure that all equipment is ready at all times
 2. To provide technical knowledge to users
 3. To train the operators
 4. To procure supplies in a timely manner
- 1-35. A large number of trouble calls received by the ET often turn out to be operator errors. An unusually high incidence of operator errors likely indicates which of the following problems?
1. Inadequate training
 2. Job fatigue
 3. Communication problems
 4. Equipment malfunction

- 1-36. When operators are inadequately trained, it is usually due to which of the following circumstances?
1. A large number of new supervisors
 2. A long operational period at sea
 3. A large number of new personnel
 4. Overhauling of an equipment
- 1-37. Loyalty is one of the most important traits of a good supervisor. It is effectively demonstrated by which of the following actions?
1. Maintaining a "buddy-buddy" relationship with the personnel
 2. Insisting that the crew do as the supervisor says, but not as the supervisor does
 3. Believing and practicing the maxim "loyalty encourages loyalty"
 4. All of the above
- 1-38. Positive thinking is a hallmark of a good leader who has which of the following characteristics?
1. Displays indifference to changes
 2. Looks to the future with confidence
 3. Goes about the work mechanically

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| <ol style="list-style-type: none"> 1. Initiative 2. Tact 3. Teaching ability 4. Sincerity or integrity |
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IN ANSWERING QUESTIONS 1-39 THROUGH 1-44, REFER TO FIGURE 1B. SELECT THE CORRECT LEADERSHIP TRAIT THAT IS DEFINED IN EACH QUESTION.

- 1-39. Competence in expressing ideas to a group.
- 1-40. Dependability.
- 1-41. The lubricating oil in human relationships.
- 1-42. An open and alert mind.
- 1-43. Consistent thought and action.
- 1-44. Regard for the feelings of others.
- 1-45. Assume that a crewmember has been seriously injured and you want ETSN Jones to call an ambulance. Which of the following orders should you give?
1. "Seaman Jones, call the ambulance!"
 2. "Seaman Jones, will you call the ambulance, please?"
 3. "Seaman Jones, perhaps we should call the ambulance."
 4. Either 2 or 3 above, depending on the location of Seaman Jones
- 1-46. The suggestion type of order is appropriate when it is directed toward which of the following types of individuals?
1. Ones who are lazy and insubordinate
 2. Ones who lack initiative but are otherwise good workers
 3. Ones who have initiative and like to work independently
 4. Ones who are careless but are quick to carry out orders

Figure 1B.--Leadership traits.

1-47. Which of the following is a characteristic of the request-type order?

1. It tends to create a feeling of cooperation and teamwork
2. It is not recommended for the normal person
3. It lacks authority
4. It invites initiative, especially when a person likes to go ahead

1-48. Which of the following terms best describes how an order should be given?

1. Quickly
2. Concisely
3. Authoritatively
4. Quietly

1-49. Which of the following statements describes a reprimand?

1. It should be severe to ensure that the mistake is not repeated
2. It should be constructive in nature
3. It should be used as often as possible
4. It is used to get even with a person

1-50. What is the first step in the procedure for reprimanding an individual?

1. Asking the individual why the error was made
2. Criticizing the individual on the spot
3. Getting the individual to admit the mistake
4. Getting all the facts in the case

1-51. In which of the following places should an individual be reprimanded?

1. At morning quarters
2. In the shop with only that person's peers present
3. In the shop with nobody else present
4. Only in front of the division officer

1-52. By building a spirit of cooperation within your group, you establish a basis for what kind of discipline?

1. Authoritative discipline
2. Self-discipline
3. Negative discipline
4. True discipline

1-53. The practice of positive discipline develops which of the following kinds of motivation?

1. Desire to harm others
2. Fear of reprisal
3. Reaction to authority
4. Esprit de corps

1-54. Which of the following is a factor in good human relations?

1. Frequently showing authority
2. Knowing the workers in a group as individuals
3. Retaining authority for the accomplishment of routine functions
4. Treating discipline as a routine matter

1-55. Which of the following conditions is a cause of misconduct?

1. Emotional strain
2. Lack of interest in the job
3. Lack of uniform enforcement of regulations
4. Each of the above

1-56. Which of the following traits is NOT desirable for a supervisor to show when dealing with a superior?

1. Tact
2. Bluntness
3. Dependability
4. Loyalty

1-57. Which of the following actions is considered an important feature in furthering cooperation with a superior?

1. Being a "no" person to prove to your boss you have a mind of your own
2. Being firm and fair
3. Being tactful but truthful
4. Being a "yes" person to improve your image

1-58. If your division officer gives you an assignment that is obviously a mistake, you should do it without argument.

1. True
2. False

1-59. If you make a serious mistake, it is a lot better to tell your boss about it immediately, before it is discovered.

1. True
2. False

1-60. In the interest of cooperation, which of the following means should you use to keep your supervisor informed?

1. Trying to keep the supervisor posted on everything that is said by your sailors during the day
2. Reporting your subordinates who fail to keep their work spaces neat and tidy
3. Letting the supervisor know about any personnel problems that exist and any changes in the work procedures that you intend to make
4. Reporting all errors that have occurred during the day

1-61. What factors are usually the principal obstacles to establishing a genuinely cooperative spirit with fellow supervisors?

1. Competition for jobs and unrealistic deadlines
2. Friction and jealousy
3. Misunderstandings
4. Large work loads

1-62. In addition to being cooperative personally, a good supervisor may sometimes have to encourage cooperation on the part of other supervisors.

1. True
2. False